

**Town of Stephens City Planning Commission
Minutes
Tuesday, December 8, 2009 (7:30p.m.)**

The Town of Stephens City Planning Commission held a meeting scheduled, on Tuesday, December 8, 2009 at 7:30 p.m.

Attendees:

Chairman, Linden “Butch” Fravel
Commissioner Martha Dilg
Commissioner Bob Wells
Commissioner Bill Copp

Absent:

Commissioner Susan Boyd
Commissioner Joe Grayson
Commissioner Jesse Fox

Staff Present:

Brian Henshaw, Town Planner

Also Present:

Mr. Evan Wyatt, Greenway Eng.
Mr. & Mrs. Michael Ohaneson

Call to Order:

With a quorum present Chairman Fravel called the meeting to order at 7:35pm

Chairman Fravel entertained a motion for approval of the minutes from October 27, 2009. Commissioner Copp made a motion to approve the minutes. Commissioner Dilg seconded the motion. The motion was approved.

Chairman Fravel entertained a motion for the adoption of the agenda. Commissioner Dilg made a motion to adopt the agenda. Commissioner Wells seconded the motion. The agenda was adopted.

New Business:

Bluestone Office Complex Site Plan:

Mr. Henshaw briefly made a presentation of the application and that the staff and VDOT have reviewed the site plan and provided comments to the applicant and the comments have been responded to by the applicant. Mr. Henshaw introduced Mr. Evan Wyatt of Greenway Engineering to briefly go over the site plan with the Planning Commissioners.

Mr. Wyatt briefly presented the site plan to the commissioners. The Planning Commissioners had a few brief questions with regard to the bioretention facility, the street trees and the water and sewer capacity. Mr. Wyatt brought to the attention of the Commissioners the included Wetlands report and that they have contracted with Triad Engineering to perform a Karst Analysis on the site per the Town’s Karst Terrain Ordinance. Finally Mr. Wyatt also explained the issue with parking. The Town’s current ordinance would prescribe a parking plan that would be the equivalence of a shopping center. Mr. Henshaw addressed this issue saying part of the motion should include the issue with the deviation from the Town’s required parking ordinance. Mr. Henshaw had advised the applicant to follow similar parking requirements for office complexes from the surrounding jurisdictions.

The Planning Commissioners seemed satisfied with this response. Mr. Henshaw stated that the parking requirements are being adjusted during the rewrite of the Zoning Ordinance.

Commissioner Wells made a motion to approve the Bluestone Office Complex Site Plan with the accepted deviation on the parking requirements as presented within the submitted site plan. Commissioner Copp seconded the motion. The motion was passed.

Chairman Fravel made the suggestion to move the Preliminary SUP presentation for New Beginnings Church up in the agenda due to the uncertainty of the winter weather.

Preliminary SUP- New Beginnings Community Church:

Mr. Henshaw briefly presented the application for the Special Use Permit. Mr. Henshaw stated that the applicants have been very cooperative to work with and understand the special use permit process. The use of a church at the location would not be the first and other similar uses have been at the location of 5033 Main Street. There was some modest confusion with regard to the surrounding landowners, but Mr. Henshaw stated that he would work that out. Mr. Henshaw did point out that there seems to be a discrepancy within the Zoning Ordinance as the B-2 District specifically calls for a church within the district to be required to obtain a Special Use Permit, but within the by-right section of the B-2 District it states that all uses allowed within the B-1 District, which includes churches.

Mr. Henshaw stated that issues such as these would need to be looked at during the course of the rewrite. Chairman Fravel stated that it was the desire of the Planning Commission and Council at the time to require the application of a special use permit to be able to address the issue of parking.

The Planning Commissioners felt the application was complete and did not impose any concerns to address between now and the scheduled public hearing. The Commissioners did discuss that it might be appropriate to consider a condition on the parking within the shopping center. The commissioners will consider this at the January meeting.

The Planning Commission decided to proceed with the Public Hearing at the next scheduled meeting on January 26, 2010. Commissioner Copp made a motion to hold the public hearing at the next scheduled Planning Commission Meeting. Commissioner Wells seconded the motion. The motion passed.

Draft Capital Improvements Plan:

Mr. Henshaw briefly presented the draft Capital Improvements Plan to the Planning Commissioners and explained that this is the draft for the upcoming New Year and fiscal year 2010-2011. The Town Council had recently just completed a study with the Town Engineer for a Wastewater System Master Plan which identified several major projects to be addressed in the coming years. Mr. Henshaw stated that with these changes included some proposed additions for the upcoming year as well and went over these proposed items, such as Town Hall parking lot improvements and way finding new signage throughout the Town.

The Commissioners agreed and decided to proceed forward with the public hearing at the next scheduled meeting.

Discussion:

Mr. Henshaw briefly presented the Commissioners with the draft Subdivision Ordinance. He asked the Commissioners to review the draft and suggested that the Subdivision Sub-committee meet and discuss the Draft Ordinance so that he can present the final draft at the January meeting. Commissioners agreed to have all comments about the ordinance back to Mr. Henshaw prior to the end of the year.

In general discussion, Commissioner Wells asked it might be possible for the Commissioners to get a “laser pointer” so that when they have questions about specific displays or presentations they mat directly point to what they are looking at. Mr. Henshaw stated that he would work on that before the next meeting.

Citizen Comment Period:

There was no citizen’s comment.

Hearing no comments, Chairman Fravel entertained a motion to adjourn.

Commissioner Wells made a motion to adjourn. Commissioner Copp seconded the motion.

Chairman Fravel adjourned the meeting at 8:46 pm